

DTS

(Defense Travel System)

SMART BOOK

Last Update / Review: 20 DECEMBER 2016

*Please send suggestions and improvements to Michael J. Danberry
dts@milcac.us*



Defense Travel System
A New Era of Government Travel

Search DTS

Go!

[Web Accessibility](#) | [Privacy and Security Notice](#) | [Site Map](#)

Home
DTMO Website
Training
Travel Explorer
Travel Assistance Center (TAC)
References
Contacts
Find your Local DTA

Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

[LOGIN TO DTS](#)

First Time Users

Click below to learn more about DTS and the tools required for use.

[LEARN MORE](#)

Training

Click below to learn how to use DTS and for additional training resources.

[TRAINING](#)

Notices

Click here to visit the
**DEFENSE TRAVEL
MANAGEMENT OFFICE**
www.defensetravel.dod.mil

System Status



DTS

DTS is available.



EWTS

EWTS is available.

Recent Updates

ATTENTION: 72-Hour Air Reservation Auto Cancellation Effective 10/1

DoD Lodging

Military travelers going TDY to military installations must check DoD lodging availability before making other accommodations. Civilians are encouraged to use DoD lodging when available.

[Click here to check availability.](#)

TABLE OF CONTENTS

<u>GETTING STARTED</u>	<u>Page</u>
1. Detaching DTS Account from Previous Unit	1
2. In Process with your unit DTS person	1
3. Your unit DTS POCs	1
4. LOGIN DTS	1
5. DTS Overview	1
<u>CREATE A NEW AUTHORIZATION</u>	
1. Entering Trip Overview	2
A. Create a New Authorization/Order	2
B. Entering Departure Point	2
C. Entering Mode of Transportation	2
D. Entering TDY Location	3
E. Entering need for Rental Car and Lodging	3
F. Entering single or multiple TDY locations	3
2. Air Travel	4-5
3. Rental Car	6
4. Select Lodging	7
5. Changing Lodging & Meal Rates	8-9
6. Enter Mileage Expense	10-11
7. Enter Non Mileage Expense	12
8. Review and Sign Your Authorization	13
<u>REVIEW / APPROVE & ISSUE ORDERS</u>	14
1. Reviewing Official Responsibilities	
2. Approving Official Responsibilities	
3. Traveler Responsibilities	
4. Time Line	

TABLE OF CONTENTS

<u>CREATE AND SIGN A VOUCHER</u>	15-16
1. Create Voucher	15
2. Preview Voucher	15
3. Making Changes	15
4. Uploading Substantiating Documents	16
5. View Government Travel Card Purchases	16
6. Increase Funds Going To The Travel Card	16
7. Signing Voucher	16
<u>ADDITIONAL INFORMATION</u>	17-19
1. Instructions to Cancel a Trip	20-29
2. Adding Rewards Programs to your profile	30-33
3. Adding Known Travel Number to your profile	34-35
4. Acronym Reference Page	36

GETTING STARTED

1. SEPARATION FROM PREVIOUS ORGANIZATION'S DTS

Ensure your former organization **releases** you from their command or you cannot be **received** into your current organization's DTS account.

2. IN PROCESS

- A. All personnel must contact your unit POC
- B. Verify traveler Government Travel Card expiration date.
- C. Verify Name, rank, address, and account information is correct.

3. LOGIN TO DTS WEBSITE <http://www.defensetravel.osd.mil>

- A. Click LOGIN TO DTS.
- B. Click ACCEPT at the bottom of next page.
- C. DTS will prompt you to input your CAC PIN.
- D. DTS access problems can be remedied by visiting:
<https://milcac.us/faqs.htm#DTS>

4. DTS OVERVIEW

DTS has three phases:

A. PHASE 1: Create a New Authorization

Traveler inputs into DTS a "Travel Authorization (TA) request" for TDY by indicating location, reason for trip, mode of travel, location, and expenses. This phase is concluded by the Travelers electronic signature.

B. PHASE 2: Review / Approval of Travel Authorization

If approval process has a reviewer level, the reviewer reviews the authorization to ensure accuracy of the request and signs the TA as reviewed and passes up the chain to the approver level. If reviewer level is not in place, TA goes directly to approver level. Once approved, an official TDY Travel Order is created.

C. PHASE 3: Create and Sign Voucher

Immediately after travel, the traveler will verify expenses, attach necessary receipts, and sign voucher. A voucher is a prerequisite to reimbursement of funds.

CREATE A NEW AUTHORIZATION

1. TRIP OVERVIEW TO TDY LOCATION

The Trip Overview cues DTS to ask for the majority of the Traveler's Travel requirements.

A. Click on Create New Authorization/Order.

Defense Travel System
A New Era of Government Travel

View Vouchers View Local Vouchers View Group Authorizations

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

> Create New Authorization/Order > Create Trip Template

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
KLUNK030608-02	N/A	CREATED		> edit	> print	> remove	

B. Fill in Starting Point, Date, Trip Type, Trip Purpose, Trip Description.

C. Indicate Mode of Transportation.

** RED STAR INDICATES A MANDATORY FILL*

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: * Search

*Departing On: (mm/dd/yyyy)

*Trip Type: *Trip Purpose:

Trip Description:

** YOU MUST FILL IN THE TRIP DESCRIPTION. THIS BLOCK WILL POPULATE THE DD1610.*

B I will be traveling to my TDY location by - (Select from the list below)

Commercial Air Rail Rental Car Other Time: *

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working):

*Location 1: Use Location Tools at Right

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Location Tools: Search by: Location, State/Country - Location, Zip Code, County Lookup

D At this location I will need - (Select all that apply from the list below)

Rental Car Lodging

E Will you be traveling to another TDY Location?

Yes No

CREATE A NEW AUTHORIZATION

D. Enter the TDY Location. There are 4 ways to look up TDY locations: Location, State/Country, Zip Code, and County Lookup.

a. LOCATION: Enter a post exactly like Ft. Belvoir or name of a city. (*spell Fort as **Ft.** when going to a military post*)

b. STATE/COUNTRY: Use this to scroll through cities by state our country.

c. ZIP CODE: Use this if you know the Zip Code of the TDY location.

d. COUNTY LOOKUP: Use this if you know the county of the TDY location.


E. Select Rental Car and or Lodging.


F. Indicate if there is another TDY Location

C My TDY location is - (Where I will be working):

D

*Location 1: Use Location Tools at Right

*Arriving On: 07/16/2008 
(mm/dd/yyyy)

*Departing On: 07/29/2008 
(mm/dd/yyyy)

Location Tools: _____
Search by:

Location

State/Country - Location

Zip Code

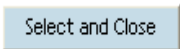
County Lookup

D At this location I will need - (Select all that apply from the list below)

E Rental Car Lodging

E Will you be traveling to another TDY Location?

F Yes No

* **DON'T FORGET TO CLICK**  **AFTER SELECTING LOCATIONS.**

* **REGULATION STATES THAT THE TRAVELER MUST PUT THE EXACT LOCATION TDY/TRAINING IS CONDUCTED (THIS MEANS AN AGR SOLDIER WILL PUT DOWN THE MILITARY INSTALLATION, NOT A CITY NEAR BY. IF LODGING IS NOT AVAILABLE AT INSTALLATION THE TRAVELER MUST GET A STATEMENT OF NON AVAILABILITY, THEN TRAVELER CAN USE COMMERCIAL LODGING.**

CREATE A NEW AUTHORIZATION

2. AIR TRAVEL

*** BY REGULATION YOU MUST USE GSA FARE FLIGHTS UNLESS IT IMPACTS THE MISSION OR SEVERE CIRCUMSTANCES WOULD CAUSE GSA FLIGHT(S) TO BE IMPRACTICAL. If you find a cheaper flight under "Other Gov't AirFare tab and get a audit flag, you can site the reason for choosing the flight as "Found other cheaper Gov't fare"**

A. Click on Travel.

If normally proceeding through DTS, you will automatically be taken to the airfare, rental car and lodging screens in sequence. Airports are pre-populated based on your TDY locations. Change if necessary.

B. Click on Air.

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary **Travel** Expenses Accounting Additional Options Review/Sign

A Air Rail Rental Car Lodging Other Transportation Summary

Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):
BHM - Birmingham **C**

* Arrival Airport (or city, state):
SAT - San Antonio International

* Arrival or Departure:
Departure **D**

07/16/2008

06:00 AM

Show Alternate Airports: **E**

Search

Air Travel

Please select flights for BHM - Birmingham to SAT - San Antonio International Apt departing on 07/16/2008 [Skip This Flight](#)

RESERVATIONS SUMMARY:
AIR: \$0.00

GSA Contract w/ Limited Availability GSA Contract Airfare Other Gov't Airfare Other Airfare AltGSA

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$144.50 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: GCAS1 [Fare Rules](#) [View Available Seats](#) [Select Flight](#) **F**

American 1031	07:00 AM Depart BHM - Birmingham 08:50 AM Arrive DFW - Dallas/Fort Worth Intl Apt	Wed 16-Jul-08	Flying Time: 1h 50min Lay-over Time: 1h 30min
	Equipment M80		
American 1751	10:20 AM Depart DFW - Dallas/Fort Worth Intl Apt 11:25 AM Arrive SAT - San Antonio International Apt	Wed 16-Jul-08	Flying Time: 1h 5min
	Equipment M80		

C. Put city and state codes for airport locations or you may end up with multiple airports.

D. Departure indicates what time you want to leave from the airport. You can search for flights based on Arrival time at the debarkation airport instead.

E. The Traveler can search for Alternate Airports by clicking on Search.

F. To select a flight click Select Flight.

CREATE A NEW AUTHORIZATION

2. AIR TRAVEL

F. To select a seat on a flight, click on a blue seat of your choice. Seat selection is based on selected airline, not all airlines offer this option. If no seats show available, Carlson will assign.

G. Click on Done.

If a specific seat can not be selected, please choose which type of seat you prefer:

Seat Selection: Seat Number:

Advance seat selections are not guaranteed and are subject to change by the airline(s).

H. The menu below will populate the screen. If traveler has GTC, Comm Air (Indiv Bill) should automatically populate. If traveler does not have GTC, GOVCC-C (Central Billed Account) will populate.

Air Travel Payment Summary:

[Add New Flight](#)

\$215.00 Total Cost (Including Taxes & Fees)

[View Flight Details](#)

[Cancel](#) [Change](#)

	Depart: 06:00 AM BHM-Birmingham, AL (USA) Arrive: 07:43 AM IAH-Houston, TX (USA) (Bush Intercontine) Frequent Flyer #: <input type="text" value="--Please Select--"/>	Special Requests	Tue 09/02/2008	SEAT:
3047				
	Depart: 08:40 AM IAH-Houston, TX (USA) (Bush Intercontine) Arrive: 09:40 AM SAT-San Antonio, TX (USA) Frequent Flyer #: <input type="text" value="--Please Select--"/>	Special Requests	Tue 09/02/2008	SEAT:
1679				

*Type: (Required)

Method of Reimbursement:

GOVCC

CREATE A NEW AUTHORIZATION

3. SELECTING RENTAL CAR

- A. Click on Travel.
- B. Click on Rental Car.
- C. Fill in all the boxes that have a red star.
- D. Click Search to get rental car availability.

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary **Travel** (A) Expenses Accounting Additional Options Review/Sign

Air Rail **Rental Car** (B) Lodging Other Transportation Summary

Rental Car

Modify Search

Please Note: A Red Star (*) indicates a field is required. (C)

* Pick-Up Date: 07/16/2008

* Pick-Up Time: 09:00 AM

* Drop-Off Date: 07/29/2008

* Drop-Off Time: 06:00 PM

One-Way Rental:

* Pickup Airport (or city, state): SAT-San Antonio, TX (L)

* Type: Compact

Search (D)

Rental Car

RESERVATIONS SUMMARY:

AIR: \$290.50

BHM-Birmingham, AL (USA) to SAT-San Antonio, TX (USA) : 07/16/08
07:00 AM Arrive: 11:25 AM
SAT-San Antonio, TX (USA) to BHM-Birmingham, AL (USA) : 07/29/08
05:00 PM Arrive: 09:15 PM

RENTAL CAR: \$0.00

Reservation Skipped - FT. SAM HOUSTON, TX Dates: 07/16/08 - 07/29/08 [Remove](#)

LODGING: \$0.00

Reservation Skipped - FT. SAM HOUSTON, TX Dates: 07/16/08 - 07/29/08 [Remove](#)

Please use the Modify Search area to find rental cars.

If travel agent assistance is required, click on the button "Request Assistance in Booking Rental Car". NOTE: Additional travel agent handling fees may apply.

[Request Assistance in Booking Rental Car](#)

E. The menu below will come up.

F. Click on Select Car. If first agency (least expensive) in list is not selected an audit flag will be generated.

(ER) En Route:

\$165.73		[Estimated Total Cost Including Taxes & Fees]		Select Car (F)
	ADVANTAGE IN TERMINAL /SHUTTLE TO CAR Compact Car	Daily Rate: \$19.00 Air Conditioning Automatic	Extra Hour: \$15.00 Extra Day: \$19.00 Unlimited Miles /Kilometers	

\$177.61		[Estimated Total Cost Including Taxes & Fees]		Select Car
	ENTERPRISE IN TERMINAL /SHUTTLE TO CAR Compact Car	Daily Rate: \$25.00 Air Conditioning Automatic	Extra Hour: \$6.26 Extra Day: \$25.00 Unlimited Miles /Kilometers	

CREATE A NEW AUTHORIZATION

4. SELECTING LODGING

** If lodging exceeds per diem rate Actual Expense Auth must be utilized and approved by Fund Manager BEFORE utilizing selected lodging.*

- A. Click on Travel.
- B. Click on Lodging.
- C. Fill in all boxes that have a red star.
- D. Press Search.

E. The following menu below will appear. Traveler MUST choose hotel within per diem rate. See above comment in red, if AEA is requested.

F. Choose lodging and click on Select Hotel. If lodging is booked outside DTS, cost may need to be adjusted under entitlements page.

\$49.49 - \$69.99		Rate Range	Additional Hotel Information	Select Hotel
	Days Inn Sea World 6010 NW Loop 410 San Antonio TX, 78238	Phone: 210/522-1995 Fax: 210/522-1106 Toll Free: 800/329-7466	FEMA Approved	Approx. Distance: 9 Miles
\$56.95 - \$79.95		Rate Range	Additional Hotel Information	Select Hotel
	Quality Inn & Suites 222 South Ww White Rd San Antonio TX, 78219	Phone: 210/359-7200 Fax: 210/359-1516 Toll Free: 800/228-5151	FEMA Approved	Approx. Distance: 8 Miles

CREATE A NEW AUTHORIZATION

5. CHANGING LODGING AND MEAL RATES

This is done if on post lodging is not available or there is a need to change the daily hotel and meal rates.

- A. Click on Expenses.
- B. Click on Per Diem Entitlements to view or adjust Lodging or Meals.
- C. A screen like the one below will show up.
- D. To make changes for specific days click on Edit. This is used if you move to another hotel.
- E. To make changes for all the days click on Edit All.
- F. Travelers MUST utilize Tax Exempt forms. Link to state forms is on Per Diem entitlement page.

Defense Travel System
A New Era of Government Travel

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
07/16/08	FT. SAM HOUSTON,TX	> Edit	> Reset	55.00	55.00 GOVCC- Individual	40.50 Personal	112 / 54	QTRS				AVAIL
07/17/08	FT. SAM HOUSTON,TX	> Edit	> Reset	55.00	55.00 GOVCC- Individual	12.80 Personal	112 / 54	MESS	M	M	M	AVAIL
07/18/08	FT. SAM HOUSTON,TX	> Edit	> Reset	55.00	55.00 GOVCC- Individual	12.80 Personal	112 / 54	MESS	M	M	M	AVAIL
07/19/08	FT. SAM HOUSTON,TX	> Edit	> Reset	55.00	55.00 GOVCC- Individual	12.80 Personal	112 / 54	MESS	M	M	M	AVAIL
07/20/08	FT. SAM HOUSTON,TX	> Edit	> Reset	55.00	55.00 GOVCC- Individual	12.80 Personal	112 / 54	MESS	M	M	M	AVAIL
07/27/08	FT. SAM HOUSTON,TX	> Edit	> Reset	55.00	55.00 GOVCC- Individual	12.80 Personal	112 / 54	MESS	M	M	M	AVAIL
07/28/08	FT. SAM HOUSTON,TX	> Edit	> Reset	55.00	55.00 GOVCC- Individual	12.80 Personal	112 / 54	MESS	M	M	M	AVAIL
07/29/08	FT. SAM HOUSTON,TX	> Edit	> Reset	0.00	0.00 GOVCC- Individual	40.50 Personal	112 / 54	MESS	M	M	M	AVAIL

Reset All Edit All

CREATE A NEW AUTHORIZATION

5. CHANGING LODGING AND MEAL RATES.

Used when on post lodging is not available.

- A. Enter appropriate commercial lodging rate.
- B. Uncheck Quarters Available and check Active Duty Training (Commercial Quarters).
- C. Click on appropriate meal status.
- D. Click on Save These Entitlements.
- E. Changes will be reflected on entitlements page. Entitlements page drives reimbursement total for lodging. DO NOT put hotel expense under expense page (except for lodging tax).
- F. If personal leave is taken in conjunction with TDY, annotate at bottom of page under per diem entitlements.

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [CSA State Tax Exemption Listing](#)

Location: FT. SAM HOUSTON, TX
Values Apply From Date: 07/16/2008
Values Apply Through: 07/29/2008 [\[Link\]](#)

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 112.54
Lodging: \$ 55.00 [view expense details / currency calculator](#)
M & IE: \$ 40.50 [view expense details / currency calculator](#)

Duty Conditions

Check all of the following that apply:

- Field Conditions
- Hospital Stay
- Quarters Available
- Group Travel
- Annual Training (Quarters and Meals Available)
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

- Full Rate Breakfast
- Elected Lunch
- Available Dinner
- Provided Cost: 0.00
- Occasional
- Special Rate

Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

- No Other Per Diem Entitlements**
- Leave**
Check here if you are taking leave for the above date or date range.
- Duty Day(s) (No Per Diem)**
Check here if you need to use Duty Day (No Per Diem) for the above date or date range.
- Non-Duty Day(s)**
Check here if you need to use Non-Duty Day for the above date or date range.
- Authorized Delay**
Check here if you need to use Authorized Delay for the above date or date range.
- OCONUS Incidental Amount** - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- In Place** - (Used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return **Save These Entitlements** [\[Link\]](#)

Proceed to the following page: Accounting Codes [Continue](#)

CREATE A NEW AUTHORIZATION

6. SELECTING MILEAGE EXPENSE

- A. Click on Expenses then Mileage.
- B. In Expense Type select appropriate expense.
- C. Enter proper date.
- D. For mileage from residence to airport enter Expense Type (PVT Auto Terminal), date, and mileage. Do the same from airport back to residence.

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

Non-Mileage **Mileage** Per Diem Entitlements Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 16-Jul-08 Return: 29-Jul-08

Mileage Expense #1

* Expense Type: **Pvt Auto-Terminal** Date: 07/29/2008
(mm/dd/yyyy)

* Method of Reimbursement: Personal

* Miles x Rate .485 = Cost \$

- E. For mileage from residence to TDY location enter appropriate expense (PVT Auto-TDY/TAD), date, and mileage.
- F. Check box for DTS to create a return trip.
- G. Click on DoD Table of Distances.

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

Non-Mileage **Mileage** Per Diem Entitlements Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 16-Jul-08 Return: 29-Jul-08

Mileage Expense #1

* Expense Type: **Pvt Auto-TDY/TAD** Date: 07/29/2008
(mm/dd/yyyy)

* Method of Reimbursement: Personal

Miles required to be obtained from
Defense Table of Distances [DoD Table of Distances](#)

* Miles x Rate .485 = Cost \$

Create separate mileage expense for return trip mileage:

CREATE A NEW AUTHORIZATION

6. SELECTING MILEAGE EXPENSE (CONTINUED)

H. This screen will come up when you click DoD Table of Distances.

I. Enter City and State/Country you are traveling **FROM**. You can use Look up State and Country Codes.

J. Select the appropriate location, utilizing zip code.

K. Enter City and State/Country you are traveling **TO** and select location.

L. Click on the Calculate Mileage and then Save Total & Continue.

M. DTS will prompt you to save the information again.

N. You may use an Airport code for the city, e.g. Washington, DC Reagan Airport would be: City: *DCA* , State: *VA*

Defense Travel System
A New Era of Government Travel

RETURN TO LIST Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

DoD Table of Official Distances (DTOD)

Use DTOD to calculate mileage when traveling to a location using a personally owned vehicle (POV). Enter (or search for) a starting and ending location (city and state/country and/or county) to calculate the miles for this mileage expense. Use the Oconus check box to indicate Oconus/Conus.

Traveling From:

Please Note: A **Red Star** (*) indicates a field is required.

Oconus:

I * City:

State/Country: > [Lookup State and Country Codes](#)

County:

Traveling To:

Oconus:

K * City:

State/Country: > [Lookup State and Country Codes](#)

County:

Search Results

Traveling From Search Results

Search Results for **hoover, al**. Select one of the following:

City/Location.	State	County	J
35216 Hoover	AL	Jefferson	> select
35226 Hoover	AL	Jefferson	> select
35236 Hoover	AL	Jefferson	> select
35244 Hoover	AL	Jefferson	> select
Hoover	AL	Jefferson	> select
Hoover	AL	Madison	> select

CREATE A NEW AUTHORIZATION

7. NON MILEAGE EXPENSES

- A. Click on Expenses.
- B. Click on Non-Mileage.
- C. Click on Select Expense Type.

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 01-Sep-08 Return: 05-Sep-08

Non-Mileage Expense #1

* Select Expense Type: - OR -

* Cost: \$

* Date: 09/01/2008 (mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

Non-Mileage Expense #2

* Select Expense Type: - OR -

* Cost: \$

* Date: 09/01/2008 (mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

Save Expenses

Proceed to the following page: Expense - Mileage Continue

- D. Below are the list of expense types.
- E. Fill in all the fields with a red star.
- F. Click on Save Expenses.

Airport Tax	NON-GOVCC ATM ADVANCE FEE
Authorized Business Call	Paper Ticket Fee
Authorized Call Home	Parking - Recruit/Train
Baggage Tips	Parking - TDY/TAD
Boarding Fees	Parking - Terminal
Cancel Fee - Air Travel	Passenger (No Claim)
Cancel Fee - Hotel	Pet Expense
Cancel Fee - Rental Car	Private Plane Airport Tax
Commercial Auto-In/Around	Private Plane Hangar Fee
Commercial Auto-TDY/TAD	Private Plane Landing Fee
Commercial Auto-Terminal	Private Plane Tie Down Fee
Dual Lodging Cost	Private Vessel
Excess Baggage	Public Transit
Gasoline-POV	Registration Fees
Gasoline-Rental/Govt. Car	Shipment of HHG
GOVCC ATM ADVANCE FEE	Taxi - TDY/TAD
GOVCC ATM SERVICE FEE	Taxi - Terminal
Government Auto	Tickets-Personally Procure
Hotel Room Tax	Tolls (highway bridge etc)
Hotel Sales Tax	Travel Agent Fee
Lodging Late Check-out Fee	Traveler's Check Fee

CREATE A NEW AUTHORIZATION

8. REVIEWING & SIGNING YOUR TDY AUTHORIZATION

TRAVELER IS RESPONSIBLE FOR ENTERING ALL EXPECTED EXPENSES. IF AN EXPENSE IS NOT ENTERED IN THE AUTH, THE APPROVER IS NOT OBLIGATED TO APPROVE IT ON THE VOUCHER.

- A.** Click on Preview. *Preview* will have the complete itinerary and all the requested expense reimbursement.
- B.** Click on Pre-Audit. DTS will ask you for justification for flagged items. Flagged items need be changed / fixed or justify the reason (if you choose to leave item as is). After entering comments on flags, you must first go back to “Other Auths”, then pre-audit again, then digital signature. Otherwise you will be defaulted back to Other Auths when you attempt to sign.
- C.** Click on Save and Proceed to Digital Signature. All travelers should have their line of accounting (LOA) with the correct routing list. Only change if another LOA is paying your trip.
- D.** Click on Submit Completed Document.

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED

Routing List: 167 TSC

Additional Remarks:

Submit Completed Document

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	KEN LANDGREN	0

Document History

Status	Date	Time	Name	Remarks
--------	------	------	------	---------

REVIEWING / APPROVING & ISSUING ORDERS

The below procedures are conducted to review/approve DTS Travel Authorizations before orders are issued to the traveler.

1. APPROVER LEVEL (FUND MANAGER):

- A.** Give DTS assistance to the traveler.
- B.** Determine if the travel is authorized.
- C.** Review travel authorizations for accuracy, validity, and completeness.
- D.** Approve/Disapprove or return TA as appropriate.
- E.** Monitor the Unit travel budget.

2. TRAVELER

- A.** Responsible to ensure TA is requested and approved BEFORE travel.
- B.** File DTS Voucher immediately upon completion of travel.
- C.** Ensure an expense is authorized on TA before requesting reimbursement on voucher.

3. TIMELINE

- A.** TA's should be requested 2 weeks prior to travel. Do not input TA 2-3 days before start date and expect approvers to acknowledge/approve. ALLOW TIME FOR APPROVAL PROCESS.
- B.** TA's requested within 72 hours of travel should call Carlson direct for flights and apply costs under OTHER TRANSPORTATION.

CREATING & SIGNING VOUCHER

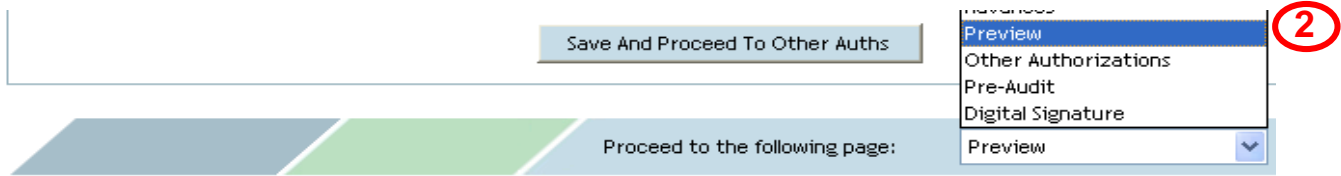
1. CREATING A VOUCHER

The traveler must create a voucher to file for TDY entitlements and reimbursements. In this process you will input actual costs and upload substantiating documentation.

- A. Log On to DTS.
- B. Click on Official Travel.
- C. Click on Vouchers.
- D. Click on Create New Voucher From Authorization/Order
- E. Click on Create.

2. PREVIEW VOUCHER

If DTS does not automatically take you to the Preview page then go to the bottom right of the page and click on Preview and Continue. You can preview what is in DTS to verify accurate information.



3. MAKING CHANGES

From the Preview menu you can edit:

- A. Starting Point.
- B. TDY Location.
- C. Air Travel.
- D. CTO Fee.
- E. Rental Car.
- F. Overall Ending Point.
- G. Non-Mileage Expenses
- H. Mileage Expenses
 - I. Per Diem
- J. Accounting Code ****DO NOT CHANGE THE ACCOUNTING CODE.***

CREATE & SIGN VOUCHER

4. UPLOADING SUBSTANTIATING DOCUMENTATION

Failure to attach receipts will result in non-reimbursement. Receipts for Airfare must also be attached, use the one that states: "This is your Official receipt for travel please retain for vouchering or reimbursement purposes."

A. Uploading Documents into DTS.

1. Scan documents and send it to your computer.
2. Click on Expenses.
3. Click on Substantiating Records. (or follow step B below to fax)
4. Click on Browse.
5. Click on Upload.

B. Faxing Documents

1. Click on Print Fax Cover Sheet.
2. The Cover Sheet has a toll free number to fax receipts to that will then attached themselves to your document. There is also a local 703 number for travelers in the Washington, DC area

5. VIEW YOUR GOVERNMENT TRAVEL CARD PURCHASES

- A.** Click on Expenses.
- B.** Click on Non Mileage.
- C.** Click on View Government Charge Card Transactions or Create an Expense From a Government or Charge Card Transaction.

6. INCREASING FUNDS GOING TO THE TRAVEL CARD

- A.** Click on Additional Options.
- B.** Click on Payment Totals.
- C.** Place dollar amount in the box labeled Add'l GOVCC Amt.
- D.** Press Calculate to review change.
- E.** Press Continue.

7. SIGNING THE VOUCHER

- A.** Click on Review/Sign.
- B.** Click on Pre-Audit.
- C.** Write in justifications for flagged items.
- D.** Click on Save and Submit.
- E.** Click on Submit Completed Document.

ADDITIONAL INFO

1. Printing your Auth and Voucher in DD1610 and DD1351-2 format: On DTS homepage go to TRAVELER SETUP, select FORMS preference. Click on Govt+Form for the Auth and voucher.
2. Checking Status of Auth or Voucher: Go to Digital Signature page and look at history on bottom of page to see last action taken.
3. Tax Exempt Form: go to Expenses, Per Diem Entitlements and look for link in yellow band (GSA State Tax Exemption Listing).
4. Updating Personal Information: When creating new TA, go to Additional Options on top menu, then profile and update data.
5. Air Fare Receipts were emailed to you prior to you leaving on your trip. Air Fare Receipts MUST be attached to travel voucher regardless of where it was charged, IBA or CBA and must have the cost of the flight on the receipt. Your 2nd SATO receipt is the one you need.
6. Travel Reimbursement Guidelines: Refer to the POCs for your organization.
7. EFT RETURNED: Means your bank account data is incorrect. To fix you must first update profile to correct account info. Next, amend the Auth, go to Additional Options, Profile, Account Info and in middle of page click on "Refresh Account Data". This will update the voucher with your corrected account info. Sign the document for re-approval. Do not change any other entries.
8. Amending Vouchers: If additional reimbursement is due on a voucher, amend the voucher and add the item. DO NOT DELETE anything previously reimbursed. THIS WILL CREATE A COLLECTION.
9. Changes in Air Transportation while TDY: If you have to make changes in your flights while TDY, call Carson Wagonlit direct. Do not make changes in DTS. Carlson will adjust the Auth or you can adjust it upon return when you complete your voucher. When Carlson makes changes they will more than likely reimburse part of the air fare you have already paid. Be sure and watch your GTC account for the credit.
10. If you book Air Fare outside of DTS you need to annotate the cost of the Air Fare in DTS by going to OTHER Transportation and filling in the appropriate boxes.

ADDITIONAL INFO

11. If you book lodging outside of DTS you must go to the Per Diem Entitlements page to annotate the amount you paid per night for lodging.
12. Amendments: Minor changes can be reflected/changed when completing your voucher. You do not always need to amend the Auth before filing your voucher. Check with your DTS Approver to see if changes can be made on voucher ILO amending the Auth.
13. NEVER ASSUME YOU WILL GET REIMBURSED FOR ALL EXPENSES. IT MUST BE ON AUTH OR HAVE EMAIL APPROVAL FROM YOUR DTS APPROVER.
14. Per Diem is not authorized for trip durations of 12 hours or less.
15. Lines of Accounting (LOA): The only LOAs that should be reflected on the Auth accounting page are the LOA(s) you are utilizing and have assigned costs. All other LOAs should be removed to prevent interference in the accounting system.
 - a. Home Organization TDY – If you have a Government Travel Card (GTC) your LOA is defaulted to the correct TDY LOA so you don't have to worry about choosing a LOA each time. If you have a GTC, you do not need to fax a copy of your orders to Carlson.
 - b. Home Organization AIR – If you DO NOT have a Government Travel Card, each time you travel you must choose two LOAs, one for TDY costs and one for the Air Fare that will charge your air fare to the Centrally Billed Account. If you do not have a GTC, you **have to fax a copy of your order to Carlson / SATO each time you travel.**
 - c. Shared Line of Accounting – A shared LOA is one that is viewable by the entire command's travelers. You must go to the Shared LOA drop down box and choose the shared LOA that pertains to your travel, such as GWOT, DDR, Safety, etc. VERY IMPORTANT: If you use a shared LOA you must ROUTE YOUR AUTH TO THE APPROPRIATE APPROVER FOR THE LOA. This is done when you sign the document on the final page. Once you choose "sign" in the drop down box, you need to also do the drop down box in the routing list and choose the routing list that pertains to the shared LOA.
 - d. Cross Organization Line of Accounting: A CROSS ORG LOA is utilized when an entity outside your command is paying for your travel. It is accomplished by inputting your SSN on the paying orgs DTS and making their LOA visible to you. If a CROSS ORG LOA is properly processed you should be able to see it on the TA accounting page in the CROSS ORG drop down box. If you are told you to utilize a CROSS ORG LOA and it is not in the CROSS ORG box, it has not yet been provided to you. Contact the organization that is suppose to provide it to you.

Additional guidance: The only alternative travel card product with Citi is currently the Centrally Billed Account (CBA). There are two types of CBA cards; a transportation Card or a Unit Card. The Transportation Card is loaded in the DTS org and the traveler can use that card for airfare/rail only. Other expenses, such as lodging is the travelers responsibility, and would be paid for using a non-government credit card or through a travel advance. The traveler would then be personally reimbursed on their DTS travel voucher

CTO Routing Process

Using Stamps & Status Codes

Traveler/Clerk signs Travel Authorization: **SIGNED**

CTO (Carlson) receives Travel Request for DTS reservations in the PNR (inbound) queue: **CTO SUBMIT**

CTO performs QC, based on the comments notated in the PNR, books any needed travel segments and then places PNR on the (outbound) queue.

Reservation info sent back to traveler in DTS. Traveler is notified CTO booked via email: **CTO BOOKED**

Document is routed to RO's and AO's for review and approval.

AO approved authorization, order number assigned: **APPROVED**

Three business days prior to departure DTS drops approved TA on CTO's ticketing queue.

CTO Tickets reservation and places on the outbound queue.

Traveler notified via email trip is ticketed: **CTO TICKETED**

Traveler checks in at the airport and proceeds on travel.

Reminder, the eTicket itinerary that has to be uploaded into DTS is the one that states: "This is your Official Receipt of Travel."

Defense Travel System: Instructions to Cancel a Trip

- The steps required to **Cancel a Trip** in DTS depend on the scenario that applies:
- **Authorization Created - No Expenses were incurred.**
- **Authorization Signed or Approved - No Expenses were incurred.**
- **Authorization Signed – Expenses incurred.**
- **Authorization Approved - Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or schedule partial payment.**

Defense Travel System: Instructions to Cancel a Trip

Authorization Created – No Expenses Incurred

- a. On the DTS Welcome screen, mouse over **Official Travel** on the navigation bar.
- b. Select **Authorization/Orders** from the menu.
- c. Click remove next to the document to be deleted. A pop up message appears asking for confirmation that the selected trip is to be deleted.
- d. Click **OK** to acknowledge the message.

Defense Travel System: Instructions to Cancel a Trip

Authorization Created – No Expenses Incurred

- If no reservations were made in the document, DTS will remove the document and no further action is required.
- If reservations were made, a message will display letting the traveler know that reservations exist in the document. These reservations must be removed before the document can be deleted.
- To remove reservations, click **edit** next to the document containing the reservations. The document will open on the **Preview Trip** screen.
- Select **Travel** from the main navigation bar, the **Cancel Reservations** screen will appear.
- Click the **Cancel All and Start Over** button. The **Trip Summary** screen will open and reservations should be cancelled. The **Trip Summary** may open and the traveler would have to cancel the reservations manually.
- After the reservations are removed, the traveler can go back to the Authorizations/Orders screen and remove the document by following steps c-d.

Defense Travel System: Instructions to Cancel a Trip

Authorization Signed – No Expenses Incurred

- a. On the DTS Welcome screen, mouse over **Official Travel** on the navigation bar.
- b. Select **Authorization/Orders** from the menu.
- c. Click **trip cancel** next to the document to be cancelled.

- d. Select the **No Expenses were incurred** radio button. A pop up message appears informing the traveler that this action is non-reversible.
- e. Click **OK** to acknowledge the message.
- f. To cancel this action, select the **Return to Document List**.
- g. The Digital Signature screen displays.
- h. Click the **Submit this document as**: drop down arrow and select **SIGNED**.
- i. (Optional) Complete the **Additional Remarks** field.
- j. Click **Submit the Completed Document** and the Digital Signature login window opens. Enter the appropriate PIN and click **OK**.

Defense Travel System: Instructions to Cancel a Trip

Authorization Signed – Expenses Incurred

- a. On the DTS Welcome screen, mouse over **Official Travel** on the navigation bar.
- b. Select **Authorization/Orders** from the menu.
- c. Click **trip cancel** next to the document to be cancelled.
- d. Select the **Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment** radio button. A pop up message appears informing the traveler that this action is non-reversible and that reservations will be cancelled once signed.
- e. Click **OK** to acknowledge the message. Another pop up message appears informing the traveler that once the authorization is approved a voucher will need to be created and incurred expenses edited or added to receive reimbursement.

Defense Travel System: Instructions to Cancel a Trip

Authorization Signed – Expenses Incurred

- f. Click **OK** to acknowledge the message.
- g. Click the **Submit this document as:** drop down arrow and select **SIGNED**.
- h. (Optional) Complete the **Additional Remarks** field.
- i. Click **Submit the Completed Document** and the Digital Signature login window opens. Enter the appropriate PIN and click **OK**.
- j. The authorization is routed to the authorizing official for approval.
- k. After the traveler has received notification that the authorization has been approved, a voucher must be created and expenses edited, removed or added to receive reimbursement.

Defense Travel System: Instructions to Cancel a Trip

Authorization Approved – Expenses Incurred or Advance/SPP Received

- a. On the DTS Welcome screen, mouse over **Official Travel** on the navigation bar.
- b. Select **Authorization/Orders** from the menu.
- c. Click remove next to the document to be deleted. A pop up message appears asking for confirmation that the selected trip is to be deleted.
- d. Select the **Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment** radio button.
- e. A pop up message appearing informing the traveler that this action is non-reversible and that a voucher will be created and reservations will be cancelled once continue is selected.
- f. Click **OK** to acknowledge the message.
- g. Click **Continue** on the Trip Cancellation screen.
- h. DTS auto-creates the voucher and the non-mileage expenses screen opens. The cost on all expenses on the voucher is set to \$0, except for CTO fees, and matched CBA transactions.
- i.

Defense Travel System: Instructions to Cancel a Trip

Authorization Approved – Expenses Incurred or Advance/SPP Received

- i. Remove any expenses that were not incurred, edit any incurred expenses, and click **Save Expenses** at the bottom of the screen.
- j. (If necessary) Click **Mileage** on the subnavigation bar, add any mileage expenses and click **Save Expenses** at the bottom of the screen.
- k. Click **Review/Sign** on the navigation bar. The **Preview Trip** screen opens.
- l. Scroll down the Accounting Summary and verify that the **Calculated Trip Cost** is equal to the cost of incurred expenses.
- m. Click **Review/Sign** on the navigation bar. The **Preview Trip** screen opens.
- n. Scroll down the Accounting Summary and verify that the **Calculated Trip Cost** is equal to the cost of incurred expenses.
- o. In cases where SPPs or Advances were received, verify that the **Balance Due US** is equal to payment minus any incurred expenses.
- p. Click the **Pre-Audit** tab on the navigation bar and justify any pre-audit flags.
- q. Click **Save and Proceed to Digital Signature**.

Defense Travel System: Instructions to Cancel a Trip

Authorizing Official Instructions

Cancel an Authorization – No Expense Incurred

- a. On the DTS Welcome screen, select **Click Here** next to **Documents Awaiting Your Approval**.
- b. b. Click **review** located to the left of the document in the **Documents in Routing** screen. The Preview Trip screen opens.
- c. c. Select **Pre-Audit** from the navigation bar.
- d. d. Review any justifications that may be provided and click **Save and Proceed to Digital Signature**.
- e. e. In the Document Action block, click **Submit this Document as:** drop down arrow and select the **CANCELLED** stamp.
- f. f. Click **Submit Completed Document**.
- g. g. Complete the **PIN** field in the Digital Signature login box and click **OK**.

Defense Travel System:

Expenses Incurred – Voucher Submitted

- a. *The AO can approve a voucher for expenses or CTO fees that has been incurred due to a cancelled trip. The traveler will use the trip cancel button to cancel any reservations and DTS will automatically create a voucher for the traveler to complete so the traveler will be reimbursed.*
- b. On the DTS Welcome screen, select **Click Here** next to **Documents Awaiting Your Approval**.
- c. Click **review** located to the left of the document in the **Documents in Routing** screen. The Preview Trip screen opens.
- d. On the Preview Trip screen review the expenses claimed.
- e. Select **Pre-Audit** from the navigation bar.
- f. Review justifications, any required receipts and click **Proceed to Digital Signature**.
- g. On the Digital Signature screen, click the **Submit this Document as:** drop down arrow and select **APPROVED**.
- h. Click **Submit Completed Document**.
- i. Click **Save and Continue** on the Stamp Process screen.
- j. Click **OK** on the Fund Voucher screen.
- k. Enter the appropriate **PIN** in the **Digital Signature Login** box and click **OK**.

Defense Travel System: How to Add Travel Rewards Programs – Step 1

https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp

Defense Travel System - DTS

Defense Travel System - DTS

Logged In As: [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

Logoff

Official Travel | Official Travel - Others | **Traveler Setup** | Reports | Administrative

Welcome!

Organization: DA76020COH
Org Access: DA76020COH
Group Access: DA76020COH
Permission: 0,1,2

Form Preferences
Available Routing Lists
Delegate Authority
User Preferences
Rates Lookup
Update Personal Profile

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

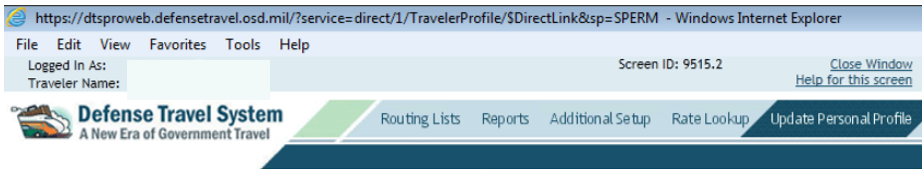
Army personnel needing additional assistance for Army specific issues should contact the DFAS-Army Tier 2.5 Help Desk at dfas.bean.jft.mbx.in-army-dts-inquiries@dfas.mil (preferred) or 877-676-6742.

As of January 1, 2015, Marriott and Hilton will further restrict its policy on last minute cancellations. Both hotel chains will begin charging one night's room rate for cancellations that occur within one day of arrival. Previously, depending on the hotel and selected rate, travelers were able to cancel up until late afternoon on the day of arrival without penalty. Cancellation policies may vary by hotel so it is recommended that you refer to your reservation confirmation for hotel's specific cancellation policy.

[Back to Top](#)

Select "Update Personal Profile"

Defense Travel System: How to Add Travel Rewards Programs – Step 2



The 'My Preferences' form is displayed, showing various sections for user information and travel preferences. The 'Air Travel Preferences' section is highlighted with a red arrow pointing to the 'Terminal' dropdown menu, which is set to 'BWI-Baltimore, MD (USA) (Balt. Intl.)'. Below this, there are dropdown menus for 'Preferred Seating' and 'Special Meals', and checkboxes for 'Disabilities' (Blind, Deaf, Meet and Assist). The 'Miles to Airport' section has input fields for 'From Home' (0) and 'From Office' (35). The 'Lodging Preferences' section features a dropdown menu for 'Preferred Lodging' with a list of hotel options including 'Holiday Inn Express', 'Holiday Inn Garden Court', 'Holiday Inn Select', 'Holiday Inn Sunspree', 'Homegate', 'Homestead', 'Homewood', 'Hotel Des Gouverneurs', 'Hotel Formula 1', and 'Hotel Okura'. There are also checkboxes for 'Accessibility' (Blind, Deaf, Wheelchair) and a 'Special Needs' text field. The 'Rental Car Preferences' section is partially visible at the bottom.

(1) Can select primary airport, hotel, and rental car agency

(2) Scroll down for more preferences.....

Defense Travel System: How to Add Travel Rewards Programs – Step 3

https://dtsproweb.defensetravel.osd.mil/?service=direct/1/TravelerProfile/SDirectLink&sp=SPERM

File Edit View Favorites Tools Help

Enterprise Rent-A-Car
Europcar
European Car Resv

Special Needs:

Passport Information

Official Passport (No Fee):

First Name: (Name must be exactly as it appears on Passport)

Middle Name:

Last Name:

City:

State / Country:

Exp Date (mm/dd/yyyy):

Passport Birthday (mm/dd/yyyy):

Regular Passport (Tourist):

First Name: (Name must be exactly as it appears on Passport)

Middle Name:

Last Name:

...

(2) To input travel clubs or rewards programs, select “Rewards Programs”

https://dtsproweb.defensetravel.osd.mil/?service=direct/1/TravelerProfile/SDirectLink&sp=SPERM

File Edit View Favorites Tools Help

Enterprise Rent-A-Car
Europcar
European Car Resv

Special Needs:

Miscellaneous

Smoking: YES No

Personal Remarks:

Other Remarks:

Travel Agency Remarks:

(1) Select “Update Personal Information” to save changes

Defense Travel System: How to Add Travel Rewards Programs – Step 4



Frequent Flyer

Use this screen to enter frequent flyer numbers for your trip. Click on the "Save" button to save this frequent flyer number.

Program Type

Air Rental Car Hotel

Frequent Flyer No:

Vendor:

--Please Select--

Frequent Flyer

Frequent Flyer	Edit/ Remove
Frequent Flyer No:	
Vendor:	Delta Air Lines Inc.
Frequent Flyer	Edit/ Remove
Frequent Flyer No:	
Vendor:	Southwest Airlines

(3) As you input travel club info, you will see the right-side list populate

- (1) Select company from drop down for each Program Type: Air, Rental car, and Hotel.**
- (2) Input travel club membership numbers, and select "Save Permanent" for each input**

Defense Travel System: How to Add Known Traveler Number – Step 1

Soldiers and Army Civilians need to add their DoDID number into DTS to take advantage of the TSA PreCheck program, here's how to do it:

The screenshot shows the Defense Travel System (DTS) user interface. The browser address bar displays <https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp>. The user is logged in as Matthew A Thon. The page features a navigation menu with the following items: Official Travel, Official Travel - Others, Traveler Setup, Reports, and Administrative. The 'Traveler Setup' menu is expanded, showing options: Form Preferences, Available Routing Lists, Delegate Authority, User Preferences, Rates Lookup, and Update Personal Profile. The 'Update Personal Profile' option is highlighted with a red box, and a red arrow points to it with the text 'Select "Update Personal Profile"'. The main content area displays a welcome message for Matthew A Thon, including organization and access information. There are also sections for 'Documents Awaiting Your Approval' and 'My Signed Documents'. A 'Message Center' section contains information about hotel cancellation policies.

Logged In As: Matthew A Thon [Help for this screen](#)

Defense Travel System
A New Era of Government Travel [Logoff](#)

Official Travel | Official Travel - Others | **Traveler Setup** | Reports | Administrative

Form Preferences
Available Routing Lists
Delegate Authority
User Preferences
Rates Lookup
Update Personal Profile

Welcome, Matthew A Thon
Organization: DA76020COH
Org Access: DA76020COH
Group Access: DA76020COH
Permission: 0,1,2

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Army personnel needing additional assistance for Army specific issues should contact the DFAS-Army Tier 2.5 Help Desk at dfas.bean.jft.mbx.in-army-dts-inquiries@dfas.mil (preferred) or 877-676-6742.

As of January 1, 2015, Marriott and Hilton will further restrict its policy on last minute cancellations. Both hotel chains will begin charging one night's room rate for cancellations that occur within one day of arrival. Previously, depending on the hotel and selected rate, travelers were able to cancel up until late afternoon on the day of arrival without penalty. Cancellation policies may vary by hotel so it is recommended that you refer to your reservation confirmation for hotel's specific cancellation policy.

[Back to Top](#)

Defense Travel System: How to Add Known Traveler Number – Steps 2 & 3

My Profile

› [My Preferences](#) › [My Additional Information](#) › [My Account Information](#) › **[My TSA Information](#)**

Update Personal Information

Select “My TSA Information”

Redress Number:

Known Traveler Number:

Changes to the traveler identification information will NOT be updated for previously booked reservations for this trip. If your TSA secure flight identification information needs to be changed for previously booked reservations, please contact your CTO directly.

Update Personal Information

Type the 10 digit DoD ID number [from the back of your CAC] into the “Known Traveler Number: block

Select “Update Personal Information” or it won’t be saved

Enjoy using TSA PreCheck when you travel using DTS

If you travel on personal travel, you’ll need to add this to each and every airline you travel on to use TSA PreCheck

ACRONYM Reference Page

Acronym	Definition	Page(s)
AEA	Actual Expense Authority	7
AO	Approving Official	19, 29
ATM	Automated Teller Machine	20, 24, 26
CAC	Common Access Card	1
CBA	Central Billed Account	17, 26
CTO	Central Ticketing Officer	15, 19, 26, 29
DD	Department of Defense	2, 17
DDR	Drug Demand Reduction	18
DoD	Department of Defense	10, 11
DTS	Defense Travel System	Cover, a, 1, 2, 4, 7, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 26, 28, 29,
EFT	Electronic Funds Transfer	17
Ft.	Fort	3
GOVCC	Government Credit Card – Central	5, 16
GSA	General Services Agency	4, 17
GTC	Government Travel Card	5, 17, 18
GWOT	Global War on Terrorism	18
IBA	Individual Billed Account	17
LOA	Line of Accounting	13, 18
ORG	Organization	18
PIN	Personal Identification Number	1, 23, 25, 28, 29
POC	Point of Contact	a, 1, 17
PVT	Private	10
QC	Quality Check	19
RO	Reviewer Official	19
SATO	Scheduled Air Transportation Office	16, 17, 18
SSN	Social Security Number	18
TA	Travel Authorization	1, 14, 17, 18, 19
TAD	Temporary Assigned Duty	10
TDY	Temporary Duty	a, 1, 2, 3, 4, 9, 10, 13, 15, 17, 18
TSA	Transportation Security Administration	35, 35